



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

TTUHSC EL PASO FIRE RESPONSE PROCEDURE

Departmental Unit Safety Officers are required to review fire response procedures with department employees at least once each year and/or have employees complete emergency fire response training online. Confirmation of this training should be sent to the Safety Services office using the NESOP Level 2 form available to Unit Safety Officers.

The following items must be reviewed with faculty and staff in the department:

1. Correct fire emergency response including:
 - a. RACE procedure
 - i. **Rescue** persons in danger
 - ii. **Activate** the fire alarm system
 - iii. **Contain** fire by closing doors
 - iv. **Evacuate** to a safe area
 - b. Pull station locations
 - c. Phone numbers to call
 - d. Primary and secondary evacuation routes and the location of the assigned meeting area
2. Patient and visitor movement
3. Fire Drills
4. Fire Extinguishers (See Attachment D)
 - a. Location
 - b. Types
 - c. Proper Use
 - i. Training
 - ii. **PASS** procedure

FIRE ALARMS AT TTUHSC EL PASO REQUIRE OCCUPANTS TO EVACUATE